

NJTA ESS FAQs and Answers

What is ESS ?

“ESS” stands for Employee Self Service. It is an automated tool that the NJTA is making available to all employees who are enrolled in Direct Deposit, in order to access their paycheck and W-2 information anytime, anywhere online.

Who has access to ESS ?

All employees enrolled in payroll Direct Deposit are automatically enrolled in ESS. ESS is available 24 hours a day, 7 days a week.

Is the information secure?

ESS is maintained on a secure web platform. It is important that your user ID and password are safeguarded, as you would with any other private and confidential information.

Is the information accurate?

The information provided to you in ESS is drawn from the NJTA official records and is the same information provided to government authorities under law.

Why should I use ESS?

ESS offers the ease and convenience of accessing your pay advice information and available W-2 tax forms anytime, anywhere. The NJTA will fully comply with New Jersey law and as of July 1, 2014, all employees will receive their compensation through Direct Deposit. NJTA will not issue any pay checks on or after July 1, 2014.

How do I access ESS at work?

If you are authorized to logon to a NJTA computer, then you may access ESS using your user ID and password. It is important to remember to logout when you have finished and make sure that you do not leave any personal information at printers or copy machines. If your job does not authorize you to use a NJTA computer, you may not have access to ESS at work.

How do I access ESS if do not own a computer?

You can access ESS through almost any Internet connection using the link provided above. Many local public libraries provide free Internet access. It is important to remember to safeguard your private and confidential information, including your user ID and password, when using public computer terminals, printers and copy machines. Mobile devices are not supported.

Will ESS be available to NJTA employees who are not enrolled in direct deposit?

No. NJTA must advise that, pursuant to Public Law 2013, Chapter 28, all NJTA employees must be enrolled in payroll direct deposit by July 1, 2014. NJTA will not issue any pay checks on or after July 1, 2014.